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From: Staszak, Cynthia
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All:

We will not have an MLT today. Please share any updates with the group.
From my end:

1. FISSA Training/Rules of Behavior: We have a lot of people on the incomplete list. This training is required by anyone with computer access. Please review the list I sent out this am and follow-up with all of the incompletes.
2. Work Force Planning: If you have any remaining ideas on the work force planning exercise, please let me know today. As I mentioned previously, this is and will continue to be an iterative process, as we get more information and a PTA anticipated in June/July.
3. FOIAs: We received 2 more FOIAs last week....one from GCT on sagebrush/sagegrouse and one from WWP on the Circle Cliffs Allotment. Larry will be following up with deadlines for this information. This is in addition to the 2 Garfield County FOIAs and the one remaining FOIA about GSEP use of donation boxes and government vehicles.
4. Tribal Listening Session: I will be in Phoenix on Thursday at the BIA Tribal Listening Session on Monument Reviews.
5. Kaibab-Piaute Consultation meeting today at 11am.
6. Timesheets---There are quite a few outstanding timesheets that need to be completed today!
7. MAC Nominations are due today. We will check with Larry to see if we at least got 1 nomination per category.
8. Cameras/monitoring is down in HQ. Can we get a status of the HDT on this?
9. Sign Plan: Lets schedule a discussion on this when Allysia is back in the office. We can incorporate some of Garfield County's concerns and should also do the same check-in with Kane County. We may possibly even be able to come to some agreement on the road numbering issue.
10. EPAPs-Midyear. These were due on Friday. Please complete any remaining mid year reviews and get a scan of the cover page to Gaye for forwarding to the UTSO.
11. Xerox Review: I sat in on a review of all of the printers/scanners/etc in BLM offices that

was done by Xerox. They were unable to provide a summary for GSENM because they indicated they did not get all of the requested data from us. Was anyone involved in this request? They did have a summary for the KFO, but they had some of our printers mixed up with theirs. I can get with Gaye and go over what I heard.

12. New Employees/Seasonals/Interns: We continue to have new people coming on every day. Part of their first day on the job needs to include introductions throughout the office. I want every new seasonal/intern/GBI/contractor to plan on spending 15 minutes with Matt Betenson and myself as an overview of the GSENM and our expectations. We also need to ensure that we have emergency contact information for EVERY person working for us, no matter if they are paid directly by us, through a contract/agreement/internship etc. Work with Paul to make sure the names/contact info is on the list he is maintaining.

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